

File your
2016
**TANGIBLE PERSONAL PROPERTY
SCHEDULE
ONLINE**

○ *You are now able to file your 2016 Tangible Personal Property Schedule easily and safely online!*

○ *You can also securely upload additional documents such as asset listings and depreciation schedules!*

To begin the process, go to **<https://www.comptroller.tn.gov/PersonalPropertyOnline>** and then follow these steps:

1. Enter your Online ID:
This 12-16 character ID can be found at the bottom left of the paper Tangible Personal Property Schedule that was mailed to you.
2. Click the "Submit Online ID" button.

You will then be taken to a page where you can verify or change your contact information. This is where you will update your tangible personal property schedule. The amount in the **cost on file** column is the amount that was previously reported. You will need to make any necessary changes in the **revised cost** column for any additions or deletions that were made during the year. If you decide to file online, you will be required to enter a valid email address. If you need additional information, please refer to the link at the top of the page or refer to the paper schedule and instruction sheet.

3. After completing this page, click the "Click to Save and Move to Page 2" button at the bottom of the page
4. Enter any leased personal property, property with a nonstandard value and any pollution control equipment. You **MUST** click the "Click to add item" button to add each item you enter. A list will be created allowing you to enter as many items as needed.
5. The small account certification is located on this page and may be selected by checking a box in the "NOTES AND AGREEMENTS" section.
6. After completion of the items on page two you must enter the full name and title of the person completing the form.
7. Check the box on the bottom right to certify your electronic signature.

You now have the option to save this page and return to page one or save and exit the program. You also have the option to upload associated files such as an asset listing. Follow the instructions for uploading files if you choose to attach additional information.

Your final step is to submit your schedule.

8. Click the "Click to Submit this Schedule" button to submit your schedule.
9. On the final screen you have one more chance to return to your schedule without submitting or to click the "Click to Finalize your Submission"

You **must** click the "Click to Finalize Your Submission" button for your Tangible Personal Property Schedule to be submitted to your county assessor for review. You will then be able to print your Personal Property Schedule for your records.

If you have questions or need assistance filing a schedule please call Vickie Whiteside at 931-375-4002.